



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 09-38

1 September 2009

NEW TECHNICIAN STAFFING PROCEDURES

EXPIRES: 30 September 2009

1. Due to its complexity, USA Jobs/USA Staffing has frustrated both technician job applicants and selecting officials. However, with this TAAI, the California National Guard (CNG) Human Resources Office (HRO) proudly announces its new streamlined technician job application and selection procedures.

2. Beginning 15 Sep 09, new CNG federal technician vacancy announcements will no longer appear on the USA Jobs website. Instead, CNG technician vacancies will be available on the HRO Fulltime Job Announcements website located at:

<http://www.calguard.ca.gov/cahr/Pages/jobmain.aspx>

3. Users may apply to positions via email by attaching a resume or Optional Application for Federal Employment (OF 612), plus supporting documents. Send all applications to:

ngcahrjobstech@ca.ngb.army.mil

4. Only apply to one announcement per email, and include the vacancy announcement (VA) number in the subject line. Carefully read the announcement to determine what supporting documents must be included with your application, and attach them as required. Work experience described within the body of the email will not be considered. Failure to submit complete information will result in non-consideration of your application. You will receive an email notification confirming that your application has been received.

5. Email is the only way to apply for a position at this time. Mailed, faxed, or hand delivered applications to HRO will not be considered. The HRO may grant exceptions to the email only policy for those under extenuating circumstances such as deployed service members or those with technical difficulties regarding email, automation, or server issues.

TAAI 09-38, dated 1 September 2009
SUBJECT: New Technician Staffing Procedures

6. Upon completion of application review and qualification determination, HRO Staffing will email the certificate of eligibles along with eligible applications and supporting documents to selecting supervisors. To further streamline the process, supervisor will no longer be required to log on to USA Staffing to view applications. All other staffing procedures remain unchanged, such as the required completion of Knowledge, Skill and Ability worksheets when there are more than three applicants.

7. Vacancy announcements posted to USA Jobs prior to 15 Sep 09 will be closed out beginning 1 Oct 09. Any "open until filled" announcements will be closed, and qualified applicants will be forwarded to selecting supervisors. Organizations must submit a new CNG 690-1 Technician Vacancy Announcement Request if they wish to re-open any closed announcement.

8. Follow this link for more detailed information regarding the new technician announcement, selection, and placement procedures:

<http://www.calguard.ca.gov/cahr/Documents/Pubs/staffing/SupvGuide.pdf>

9. Follow this link for more detailed information on how to apply for federal technician jobs in the California National Guard:

<http://www.calguard.ca.gov/cahr/Documents/Pubs/staffing/StaffingApplicants.pdf>

10. Questions may be directed to Capt Kenneth R. DeCelle, Supervisory Human Resources Specialist, at CAGNET 6-3122, DSN 466-3122, (916) 854-3122, or email at kenneth.decelle@us.army.mil.


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